Accessibility Checklist

Applicant: _____   **Site:** _____

Date Completed: _____

If you are a new applicant, or are presenting an event at a new facility or site, or have made ADA-compliant changes, please complete and include the accessibility checklist form with your application materials.

The Kansas Arts Commission has developed this checklist as an informal guide for applicant organizations.

This checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act (ADA), the 1973 Rehabilitation Act-Section 504, and/or the Kansas Act Against Discrimination, nor is it binding upon any agency with enforcement responsibility under the ADA.

Facility Access:

Answer questions **1- 4** about the physical accessibility of each facility or site used for programs by your organization. Indicate accessibility by answering *yes* or *no* in response to each question and checking *yes, no* or *n/a* for each accommodation in relation to the question.

    YES   Physical feature exists.

    NO   Physical feature does not exist but should.

    N/A   Physical feature does not exist and is not needed (i.e., a single-level, ground-floor facility would not need an elevator).

	YES	NO	N/A
1. Is the facility accessible to people with mobility impairments (patrons who use wheelchairs, crutches, canes, or walkers or who are unsteady)?	☐	☐	
If yes, which of the following does the facility have:			
Ramps/Lifts	☐	☐	☐
Hand Railings on Ramps	☐	☐	☐
Elevators	☐	☐	☐
Hand Railings on Steps	☐	☐	☐
Doors Open Easily/Automatically	☐	☐	☐
Chair Lifts	☐	☐	☐
Accessible Restrooms	☐	☐	☐
Designated Wheelchair Seating	☐	☐	☐
Firm Smooth Surfaces	☐	☐	☐
2. Is the facility accessible to people with visual impairment (i.e., low vision, blind)?	☐	☐	
If yes, which of the following does the facility have:			
Large-Print Signage	☐	☐	☐
Bright, Purposeful Lighting	☐	☐	☐
Braille Signage	☐	☐	☐
Braille-marked Elevator Buttons	☐	☐	☐

Raised-letter Signs ☐ ☐ ☐

Free of Hazardous Overhangs and Protruding Objects ☐ ☐ ☐

Clearly Marked Abrupt Changes in Levels ☐ ☐ ☐

3. Is the facility accessible to people with hearing impairments (i.e., hard of hearing, ☐ ☐
deaf)?

    If yes, which of the following does the facility have:

    Buzzer Door ☐ ☐ ☐

        If yes, is there a visual entry code (i.e., flashing light)? ☐ ☐ ☐

    Visual Emergency Alarm System ☐ ☐ ☐

4. Is patron parking available? ☐ ☐

    If yes, which of the following is available:

    Designated "Handicapped Parking" ☐ ☐ ☐

    Clear Passage to Entry (i.e., for Wheelchair Users) ☐ ☐ ☐

Answer each question **5-7** as it relates to programmatic accessibility.

    YES   Program offers adaptation routinely or upon request.

    NO   Program does not offer adaptation but should.

    N/A   Program does not offer adaptation and it is not needed (i.e., A symphony concert probably
    would not require audio description).

	YES	NO	N/A
5. Does the organization use the following to make its programs accessible to people with visual impairments?			
Large-Print Materials	☐	☐	☐
Large-Print Labeling	☐	☐	☐
Braille Materials	☐	☐	☐
Recorded Materials	☐	☐	☐
Audio Description	☐	☐	☐
6. Does the organization use the following to make its programs accessible to people with hearing impairments?			
Assisted Listening Devices:			
Infrared	☐	☐	☐
Audio Loop	☐	☐	☐
FM System	☐	☐	☐
Sign Interpreters	☐	☐	☐
Oral Interpreters	☐	☐	☐
Scripts and Text of Verbal Presentations	☐	☐	☐

Captioned Audio Visual Materials ☐ ☐ ☐

TDD/TTY (Telecommunications Device for the Deaf) ☐ ☐ ☐

7. Does the organization publicize its accessibility?

By Telephone ☐ ☐ ☐

By TDD/TTY ☐ ☐ ☐

In Large Print ☐ ☐ ☐

In Braille ☐ ☐ ☐

On Audio Recordings ☐ ☐ ☐